

2023-2024 Verification Worksheet

Federal Student Aid Programs Office of Financial Aid

Your application was selected for a review called Verification. Verification is a process governed by Federal and/or State regulations and is used to ensure that the information applicants report on the Free Application for Federal Student Aid (FAFSA) is accurate. In this process, MCCC will compare information from your 2023-2024 FAFSA with this form, if applicable, copies of 2021 U.S. Federal Tax Return Transcripts, or with W-2 forms or other financial documents. Information retrieved using the Internal Revenue (IRS) Data Retrieval Process and not subsequently changed, is considered acceptable documentation for IRS-related information, and your Federal Tax Return Transcript will not be required.

The law requires us to ask for this information before awarding Federal Aid. If there are differences between your application information and your financial documents, MCCC will need to make corrections. If you do not complete this form or submit all of the required documents requested, we will not be able to complete the processing of your financial aid.

1. Complete and sign this worksheet. If you are married, your spouse must also sign this worksheet.
2. Review your Student Aid Report (SAR), information request emails from the Financial Aid Office, and the Student Self Service to see if you need to submit other documentation (such as default clearance letter, citizenship documentation, social security card, admission to degree program, etc.).
3. Submit the completed worksheet, tax return transcripts, and any other documents to Financial Aid Office.
4. After a financial aid representative reviews your information, you may be asked to submit additional documentation. When all the information has been reviewed and any necessary corrections made, you will be notified about financial aid awards and payments.

A. Student Information

Last Name First name M.I.

Social Security Number Colleague ID

Address (include apt. no.)

Date of birth

City State Zip Code

Phone number (include area code)

B. Family Information

List the people that you (and your spouse) will support between July 1, 2023 and June 30, 2024. Include yourself and your spouse, and your dependent children. Include other people only if they now live with you and you provide more than half their support and you will continue to provide more than half of their support between July 1, 2023 and June 30, 2024.

Write the names of all family members including yourself. Also write the name of the college for any family member who will be attending college at least half-time (6-8 credits or more) between July 1, 2023 and June 30, 2024 and will be enrolled in a degree or certificate program. If you need more space, attach a separate page.

Full Name	Age	Relationship	College (if currently enrolled)
		Self	Mercer County Community College
		Spouse (If applicable)	

Section 2: TAX FILERS MUST PROVIDE IRS TAX INFORMATION (2 OPTIONS)

1. If you did NOT retrieve and transfer your and /or your spouse’s income tax return information using the IRS Data Retrieve Process when initially completing the FAFSA on the Web, you can make corrections using FAFSA on the Web to transfer this information. If we receive a corrected FAFSA indicating that the transfer was successful, the 2021 IRS FEDERAL TAX RETURN TRANSCRIPT document request for you (and your spouse, if married) may be removed. Check *Financial Aid Self-Service on your myMercer portal* for any status updates to this requirement.

2. If you did not utilize the IRS Data Retrieval process, you must submit a copy of your **2021 FEDERAL TAX RETURN TRANSCRIPT or signed IRS 1040**. To request a copy of your 2021 FEDERAL TAX RETURN TRANSCRIPT from the Internal Revenue Service go to www.irs.gov or to your local IRS office. If you amended your tax return after you filed, you must also provide a copy of the 2021 FEDERAL TAX ACCOUNT TRANSCRIPT.

C. Student’s Income & Benefits Information

Check the appropriate statement below and provide the requested information and documents:

I used the IRS Data Retrieval Tool to transfer my 2021 income information to the FAFSA and made no further changes to the information.

I did not (or could not) transfer my 2021 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2021 IRS Tax Return Transcript**.

I did not and am not required to file a 2021 Federal Income Tax Return. [**Attach all 2021 W-2’s** from all sources of earned income. Also provide a **2021 Letter of Non-Filing** from the IRS. Please list sources and amounts of any earned income received in 2021.]

Employer Name/Source of Untaxed Income	2021 Amount Earned

D. Spouse’s Income & Benefits Information

Check the appropriate statement below and provide the requested information and documents:

I used the IRS Data Retrieval Tool to transfer my 2021 income information to the FAFSA and made no further changes to the information.

I did not (or could not) transfer my 2021 income information to the FAFSA using the IRS Data Retrieval Tool. I have attached a copy of my **2021 IRS Tax Return Transcript(s)**.

I did not and am not required to file a 2021 Federal Income Tax Return. [**Attach all 2021 W-2’s** from all sources of earned income. Also provide a **2021 Letter of Non-Filing** from the IRS. Please list sources and amounts of any earned income received in 2021.]

Employer Name/Source of Untaxed Income	2021 Amount Earned

E. Certification

Each person signing this form certifies that all information reported on it is complete and correct. If married, spouse’s signature is optional.

Student _____ *Date*

Spouse _____ *Date*

WARNING: If you purposely give false misleading information on this worksheet, you may be fined, be sentenced to jail, or both.